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On the basis of Article 55, Paragraph 8, of the Higher Education Act (Official Gazette of the Republic of Slovenia No. 32/12-UPB7 and its amendments) and Article 38 of the Statute of the University of Primorska (Official Gazette of the Republic of Slovenia No. 124/08-UPB1 and its amendments), at its 27th regular session held on 28 February 2018, the Senate of the University of Primorska adopted the consolidated text (No. 2) of the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska, comprising:

- the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (final version adopted at the 29th regular session of the UP Senate, held on 16 January 2014, No. 002-9/14),
- the Guidelines on Amendments and Addenda to the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (adopted at the UP Senate's 9th regular session, held on 22 June 2016, No. 002-9/2016),
- the Guidelines on Amendments and Addenda to the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (adopted at the UP Senate's 27th regular session, held on 28 February 2018, No. 002-09/2018),

GUIDELINES FOR THE IMPLEMENTATION OF THE CRITERIA FOR APPOINTMENT TO TEACHING, RESEARCH AND ASSOCIATE POSITIONS AT THE UNIVERSITY OF PRIMORSKA

(Unofficial Consolidated Text - No. 2)

1. GENERAL PROVISIONS

Article 1

(Initiation of the Appointment Procedure)

The candidate initiates the appointment procedure through a written application submitted to the member institution covering the relevant field of appointment. The member institution shall forward the received application to the competent department of the UP for further consideration.

The competent department of the UP shall oversee the validity of positions/titles of the UP staff and shall, not later than six months before the expiry of a candidate's appointment period, alert them to the deadline for application submission.

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If the application for appointment to the position is filed sooner than nine months before the expiry of the valid title, it is considered 'early', otherwise the application is considered 'regular'.

As a rule, the candidate initiates the appointment procedure six months prior to the expiry of the valid title.

Article 2 (Content of the Application)

The candidate's application for appointment to a position shall include the following documents (Annex 1):

- 1. LETTER OF APPLICATION stating the field of appointment**
- 2. BRIEF CURRICULUM VITAE**
- 3. The candidate's PERSONAL BIBLIOGRAPHY, extracted directly from the COBISS/SICRIS researchers' bibliographic database**
 - the publications produced during the candidate's last appointment period should be indicated in bold print;
 - upon submission of a relevant certificate, any works accepted for publication should also be taken into account;
 - research articles are divided into six categories:
 - A. Original research articles published in Nature (ISSN 0028-0836) or Science journals (ISSN 0036-8075);
 - B. Research articles in the highest-ranking (high-impact factor) journals from a particular field, namely an article in a journal ranking 1st or 2nd in the SCI field, or an article in a journal with an impact factor (IF) three times that of the lower limit of the upper quartile of the SCI field (above 5%),
 - C. Research articles in journals covered by the Science Citation Index (SCI) and the Social Sciences Citation Index (SSCI) and articles in journals covered by the Arts & Humanities Citation Index (A&HCI),
 - D. Research articles in journals covered in specialised international databases from the list of the Slovenian Research Agency (ARRS),
 - E. Articles in journals which are, according to the ARRS list, not included in the international bibliographic databases,
 - F. Articles in journals not covered by previous categories.

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If the candidate does not have a researcher's ID number, they must compile their bibliography according to the COBISS typology.

4. BIBLIOGRAPHIC PERFORMANCE INDICATORS REPORT , for appointment to positions requiring quantitative indicators according to the ARRS methodology.

5. BIBLIOGRAPHY EVALUATION FORM

- The Bibliography Evaluation Form for the evaluation of research, professional, artistic and educational activity is based on the COBISS/SICRIS typology. Bibliographic units are divided into columns as follows:
 - scientific bibliographic units,
 - professional bibliographic units,
 - artistic bibliographic units,
 - educational bibliographic units.

Each of these columns is divided into two sub-columns:

- total (all bibliographic units and the number of points per candidate),
 - appointment period (works published in the last appointment period, and the number of points per candidate).
- The candidate prepares a printout of their personal record using the application available on the UP website or on the SICRIS website (SICRIS/Storitve/Bibliografski kazalci uspešnosti za izvolitev v naziv/Univerza na Primorskem), manually adding those bibliographic units and points from their personal bibliography which require manual entry.
 - The Bibliography Evaluation Form shall be signed by the candidate.

2. APPLICATION FOR APPOINTMENT TO A POSITION WITHIN SEVERAL FIELDS

Article 3

(Applying for Appointment to Several Fields)

A candidate applying for a position in several fields of appointment shall:

- submit, for each field of appointment, a separate application for appointment to the requested position,
- enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment,
- clearly mark in their bibliography those works which are counted into several fields of appointment fields,

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- enclose with each individual application up to five of their most important works for the requested field of appointment.

An applicant who has already been appointed to a position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.

3. EXPERT COMMITTEE ASSESSING THE CANDIDATE'S QUALIFICATIONS

Article 4

(Duties of the Expert Committee Assessing the Candidate's Qualifications)

Each member of the Expert Committee Assessing the Candidate's Qualifications, i.e. expert rapporteur, shall:

- examine the candidate's application,
- check and, if necessary, correct the scoring and sign the Bibliography Evaluation Form,
- within a deadline of not more than three months from the receipt of the call or appointment to the Expert Committee, submit the expert report to the competent department of the UP.

In the expert report, expert rapporteurs shall carefully assess the candidate's work and define the fulfilment of all the conditions required for the candidate's appointment to the requested position.

The expert report shall:

- highlight the candidate's most important works and their importance for the development of science and art on the local and international scale,
- evaluate the candidate's performance in the discipline/profession and provide a quantitative assessment of their bibliography and citation index,
- clearly identify, in the case of an early appointment or out-of-sequence appointment, the candidate's outstanding achievements which justify their early appointment or out-of-sequence appointment,
- evaluate the candidate's pedagogical qualifications (not required for positions of researchers or higher education associates in specific cases outlined in the Criteria), and
- include a final proposal for the appointment of the candidate to the requested position.

If the report is not prepared in accordance with these Guidelines, the expert rapporteurs, upon a proposal by the Commission for Appointment to Teaching, Research and Associate Positions of the UP (Hereinafter: UP Commission for Appointments), shall be called upon to complete their report, or a new expert rapporteur shall be appointed.

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If the expert report is not submitted in a widely spoken foreign language, the UP member institution shall provide for its translation into Slovene.

Article 5 (Public Trial Lecture)

In agreement with the expert rapporteurs and the candidate applying for the position of a higher education teacher for the first time, the competent department of the UP shall determine the topic and date of the public trial lecture. The Expert Committee shall assess the candidate's performance in the trial lecture and prepare a special report on this topic (SAMPLE 4 - Minutes).

If one of the appointed members of the Expert Committee (expert rapporteur) is unable to attend the trial lecture, the dean of the member institution may appoint a substitute expert rapporteur responsible for evaluating the public trial lecture.

4. **STUDENTS**

Article 6 (Student Opinion)

In the context of appointment procedures, the student council of the member institution at which the candidate is engaged in educational activities shall, within a specified time period, which shall not exceed two months, provide an opinion on the candidate's pedagogical qualifications in accordance with the Criteria.

The opinion on the candidate's pedagogical qualifications shall be formed on the basis of a survey conducted among the students taught by the candidate. The student survey shall be conducted in accordance with the valid regulations of the institution.

Student surveys are not submitted to the UP Commission for Appointments. The Commission receives only an empirical summary of the results and a written opinion formulated by the student council of the member institution on the pedagogical work of the candidate.

5. **APPOINTMENT PROCEDURE**

Article 7 (General Provisions)

In the procedure for appointment to university positions, the General Administrative Procedure Act (Official Gazette of the Republic of Slovenia, No. 24/2006 - ZUP-UPB2 and its amendments) shall

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apply *mutatis mutandis* insofar as no other procedure is specified by the Criteria or these Guidelines.

Article 8 (Appointment Procedure)

The procedure for appointment to the requested position shall be conducted in the following manner:

1. The candidate submits their application accompanied by all the necessary supporting documentation both in writing and in electronic form to the UP member institution responsible for the field of appointment. When submitting the application, the candidate must call particular attention to any material which cannot be submitted in electronic form. The UP member institution shall forward the entire application to the competent department of the UP for further consideration.
2. Upon receipt of the documentation, which shall be marked with the date of arrival, the competent department of the UP determines whether the application is complete and prepared in accordance with the Criteria and these Guidelines and advises the candidate in this regard. In the case it finds that the documentation is incomplete, the department invites the candidate to provide all the necessary documents within 30 days from the receipt of the notification (invitation). If the candidate fails to remedy the deficiencies in their application within 30 days of the receipt of the notification, their application shall be deemed withdrawn. The competent department of the UP shall forward the candidate's incomplete application to the UP Commission for Appointments, who shall adopt the decision to reject the application.
3. The competent department of the UP shall invite the member institution responsible for the field of appointment to appoint members of the Expert Committee (expert rapporteurs) for the assessment of the candidate's qualifications.

At the same time, the competent department of the UP shall also invite the student council of the member institution at which the candidate is engaged in teaching activities to prepare and submit a written opinion on the candidate's previous teaching work within two months of the receipt of this notice.

4. On the proposal of the dean/director, the commission for appointments of the member institution, or the head of the chair (*katedra*), department or institute, and upon prior consent of the proposed expert rapporteurs who are not employed at the UP, the senate or research council of the member institution shall appoint three expert rapporteurs to assess the candidate's qualifications. These appointments shall be made within two months of the receipt

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of the invitation by the competent department of the UP and the decision thereof shall be submitted to the competent department of the UP.

The name of each expert rapporteur shall include their position/title, validity of title, field of appointment, and affiliation (organisation where they are employed).

Upon receipt of the decision regarding the appointment of the Expert Committee by the member institution's senate or research council, the competent department of the UP shall send the candidate's application to the appointed expert rapporteurs. The documentation sent to the expert rapporteurs shall also contain the decision on their appointment to the Expert Committee.

5. Expert rapporteurs are requested to produce and submit the expert report on the candidate's qualifications to the competent department of the UP no later than three months from receiving the call or decision on their appointment to the Expert Committee. The rapporteurs shall be advised that the assessment is officially confidential and that they should mark the letter containing the assessment as such and send it to the competent department of the UP.

If the report is not prepared within the prescribed time limit, the competent department of the UP reiterates the invitation to the expert rapporteur to prepare the report. Alternatively, upon a proposal by the dean/director of the member institution or the UP Commission for Appointments, the member institution's senate or research council shall be called upon to appoint a new expert rapporteur.

6. If the candidate is requesting appointment to the position of a higher education teacher for the first time, the competent department of the UP shall invite the candidate and the expert rapporteurs to agree on the topic and date of the public trial lecture. The Expert Committee shall produce special minutes (a report) of the conducted public trial lecture (SAMPLE 4 - Minutes).

If an appointed expert rapporteur is unable to attend the trial lecture, the dean of the member institution may appoint a substitute rapporteur.

7. The competent UP service shall present the application of the candidate with aggregate data on the Evidence List of the application for election to the title (SAMPLE 2 - Record sheet of the application for appointment to the position containing information on the candidate). The competent department of the UP shall submit the candidate's complete application, together with the record sheet, expert assessment, opinion by the student council of the member institution (student opinion), and minutes of the trial lecture (at the candidate's first appointment to the position of a higher education teacher) to the UP Commission for Appointments.

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If a report by an expert rapporteur is not prepared in accordance with the Criteria and these Guidelines, the UP Commission for Appointments shall call upon the expert rapporteur to complete the expert report. If the expert rapporteur fails to remedy any deficiencies in the expert report within 30 days, the UP Commission for Appointments shall call upon the senate or research council of the member institution to appoint a new expert rapporteur.

8. Within two months after the receipt of the candidate's complete application, the UP Commission for Appointments shall forward their opinion on fulfilment or nonfulfilment of the requirements for appointment to the requested position. In the case of identified deficiencies in the candidate's fulfilment of the requirements, the UP Commission for Appointments may issue a request for the candidate to supplement their application or, alternatively, deliver a negative opinion.

The UP Senate shall, within one month of the receipt of the opinion by the UP Commission for Appointments, give its consent to or rejection of the candidate's appointment to the requested title. Full professors, research counsellors and professional research counsellors are appointed by the UP Senate, while appointments to other positions are decided upon by the senate or scientific council of the member institution.

9. For reappointments it is not necessary to obtain consent from the UP Senate. In the case of reappointments, the consent is given by the UP Commission for Appointments, which shall, within two months of receiving the candidate's complete application, submit to the senate or research council of the member institution their opinion on the candidate's fulfilment or nonfulfilment of the requirements for the appointment to the requested position. The UP Commission for Appointments may, in the case of identified deficiencies in complying with individual requirements, issue a request for completion of the application or deliver a negative opinion.
10. The senate or research council of the member institution shall, at its first session after receiving the opinion from the UP Senate or (in the case of a reappointment) the opinion by the UP Commission for Appointments, appoint the candidate to the requested position or reject the candidate's request for appointment.
11. A candidate who has not been appointed to the requested position through the appointment procedure may not reapply for appointment to the same position or field of appointment before the expiry of a period of one year from the date of the negative decision regarding their application.
12. The decision on the appointment to the position issued by the member institution of the UP shall consist of the following components:

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- introduction,
- operative part (disposition),
- statement of grounds, and
- information on appellate procedures.

A UP member institution shall submit one copy of the decision on appointment to the position to the archives of the competent department of the UP.

13. Candidates are appointed to the positions of full professor, research counsellor and professional research counsellor by the UP Senate. Prior to the formal announcement of their appointment to the position, candidates requesting the title of full professor shall deliver a public inaugural lecture or artistic presentation/performance.
14. The candidate may file an appeal against the decision of the senate or research council of the member institution to the UP Senate within 15 days of the receipt of the decision. The decision of the UP Senate is final.
15. The procedure for withdrawal of a title is defined in the Statute of the UP.

Article 9

(Application for Appointment to a Position)

Applications for appointment to a position may be submitted by the employees of the UP. Candidates who are not employees of the UP shall first apply for consent from the UP member institution allowing them to submit an application for appointment. The UP member institution shall issue this consent insofar as it considers that there is interest in a future engagement of the candidate at the UP.

6. VENIA LEGENDI ET EXAMINANDI

Article 10

(Granting the Right of "Venia Legendi et Examinandi")

The Senate of the UP may, upon a proposal of the senate of a member institution and the UP Commission for Appointments, grant the "*venia legendi et examinandi*" right to a teaching assistant who has completed their doctoral studies, for a period of up to one academic year; this right shall not be granted to the same person for a second time.

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Article 11

(The Procedure of Granting the "Venia Legendi et Examinandi" Right)

The procedure of obtaining this right is as follows:

1. On the proposal of the dean or chair of the study programme, the senate of the member institution shall submit to the UP Commission for Appointments a proposal for granting the right of "*venia legendi et examinandi*" to the assistant. The proposal shall be accompanied by the following documents:
 - a record sheet containing information on the candidate,
 - a brief biography (curriculum vitae),
 - the candidate's short bibliography (excluding the Bibliography Evaluation Form).
2. Having examined the proposal of the senate of the member institution and the submitted documentation, the UP Commission for Appointments shall deliver an opinion on the granting of this right and submit it to the UP Senate for further consideration.

The Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (adopted at the 21st regular session of the UP Senate on 10 July 2013, No. 002-22/13) contain the following final provision, amended and supplemented with the Guidelines on Amendments and Addenda to the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (adopted at the UP Senate's 29th regular session, held on 16 April 2014, No. 002-7/14):

7. FINAL PROVISION

Article 12

(Entry into Force of These Guidelines)

These Guidelines are adopted by the UP Senate. The Guidelines shall enter into force on 1 October 2013.

Guidelines on Amendments and Addenda to the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (adopted at the 29th ordinary session of the Senate UP of 16 April. 2014, No. 002-7/14) contain the following transitional and final provision:

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TRANSITIONAL AND FINAL PROVISION

Article 11

Up to the assumption of responsibilities of the competent department of the UP, individual tasks shall be carried out at the UP member institutions. The Rector shall determine by decision the date of transfer of tasks.

Article 12

These Guidelines shall enter into force on the day following their publication on the University's website.

The Guidelines for Amendments and Addenda to the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (adopted at the UP Senate's 9th regular session held on 22 June 2016, No. 002-9/2016) contain the following final provision:

FINAL PROVISION

Article 3

These Guidelines shall enter into force on the day following their publication on the University's website.

The Guidelines for Amendments and Addenda to the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the University of Primorska (adopted at the UP Senate's 9th regular session on 22 June 2016, No. 002-9/2016) contain the following final provision:

FINAL PROVISION

Article 3

These Guidelines shall enter into force on the day following their publication on the University's website.

The Guidelines on Amendments and Addenda to the Guidelines for the Implementation of the Criteria for Appointment to Teaching, Research and Associate Positions at the

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University of Primorska (adopted at the 27th regular session of the UP Senate, held on 28 February 2018, No. 002-09/2018) contain the following final provision:

FINAL PROVISION

Article 4

These Criteria shall enter into force on the day following their publication on the University's website.

Date: 28 February 2018

No: 002-10/2018

Prof. Dr. Dragan Marušič,
Rector of the University of Primorska

Appendices:

1. Samples of applications for appointments to positions - for each individual position (SAMPLE 1),
 2. Record sheet of the application for appointment to the position containing information on the candidate (SAMPLE 2),
 3. Example of a bibliography (SAMPLE 3),
 4. Public Trial Lecture Minutes (SAMPLE 4)
- and
5. Bibliography Evaluation Form.

Date of publication on the University's website: March 2nd, 2018